

**Town of Webster  
Office of Select Board  
945 Battle Street  
Webster, NH 03303  
Draft Minutes – August 31, 2015**

Staff Present: Bruce Johnson, Roger Becker, Michael Borek, Wendy Pinkham, Bob Dupuis, Rob Wolinski, Emmett Bean and Leslie Palmer

Public Present: Bruce Thompson, Jere Buckley, Susan Rauth, Susan Roman, Michael Schofield, Nanci Schofield, Glen Blanchette

Chairman Johnson opened the meeting at 4:30 PM.

Police Chief Bob Dupuis presented or advised the Board of the following:

- 52 calls for service in the last two weeks.
- The Webster Police Department will hold a Drug Take Back event on Saturday, September 26th from 10:00 AM to 2:00 PM at the station.
- Chief Dupuis advised the Board of a Homeland Security Grant available to the Merrimack Valley School District for the purchase of classroom door locks and perhaps cameras in the future. Each school within the district can apply for funds through their Town with the approval of their Select Board. It costs the Towns nothing to apply on the schools' behalf. Selectman Borek moved to apply for a Homeland Security Grant on behalf of the Webster Elementary School for the purchase of classroom door locks. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Chief Dupuis addressed staff and the public present in asking for their help regarding a recent burglary investigation. He asked that residents who own jewelry, coins and guns in particular secure their property and accurately catalog their items and to call the department to report any suspicious activity.

At 4:37 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIc, to discuss matters which “would likely affect adversely the reputation of any person..” Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 6:33 PM and Selectman Becker seconded. All in favor, the motion was approved.

A motion was made by Chairman Johnson to seal the Non-Public minutes. Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

Financial Administrator Wendy Pinkham presented the following to the Board:

- The Select Board signed the payroll and accounts payable manifests and reviewed the year to date budget.
- Administrator Pinkham noted that the Town will receive a Highway Block Grant which is \$2,401.35 more than budgeted.
- Chairman Johnson moved to approve the prior withdrawal of Impact Fee money in the amount of \$1,676.67 to pay interest on the bond payment. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Draft Fund Balance, Fraud and Accounting policies were reviewed. Final documents will be available to approval and signature at the next Select Board meeting. Administrator Pinkham will also work on an update to the purchasing policy to be reviewed at the next meeting.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Selectman Becker moved to accept the 8/17/2015 Select Board minutes as amended to correct two typographical errors. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request that the Trustees of the Trust Funds issue a check in the amount of \$950.00 payable to Ryan Frost from the Town Hall Capital Reserve Fund, Account #78019345, to pay the deposit due at signing for the Town Hall Handicap Decking Contract. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request that the Trustees of the Trust Funds issue a check in the amount of \$8,199.23 payable to Granite Roots Construction from the Town Hall Capital Reserve Fund, Account #78019345, to pay the 30% deposit due at signing for the Town Hall Vinyl Siding Contract. Selectman Becker seconded the motion. All in favor, the motion was approved.

Bruce Thompson, representing the National Guard and Reserves, met with the Select Board to ask for a Statement of Support for the Guard and Reserves. He provided some background on the history of Guard and Reserves and well as his volunteer organization's effort in helping service members. Following Mr. Thompson's reading of the Statement of Support, Selectman Becker moved to authorize Chairman Johnson to sign the document on behalf of the Select Board. Selectman Borek seconded the motion. All in favor, the motion was approved.

Fire Chief Rob Wolinski presented or advised the Board of the following:

- 4 call to service in the last two weeks; 100 calls for the year.
- The Chief and C2 received valuable small town training at the National Fire Academy.
- A Capital Area Mutual Aid Drill will take place on Saturday, September 26th; they will be using Pleasant St in the morning.
- Pump testing will take place on Friday, September 25th.
- Now that Myles Bouchard has gone to college, the department will handle mowing in house until the end of the season.
- Chief Wolinski is pursuing a grant through the forestry warden service for gear. The cost is \$1,200 with a 50% cost share.
- The State Firemen's Association membership roster has been updated.
- Financial Administrator Wendy Pinkham attended the latest Fire Department meeting and provided information on the Employee Assistance Program and payroll direct deposit.
- A four member ambulance replacement committee has been formed to research options for replacing the Fire Department's existing ambulance. The committee will make a recommendation to the Select Board.

Old Business:

- Selectman Becker believes that the Select Board rushed to judgement in voting to approve the option of widening Bashan Hollow Rd within the Right of Way at the last Board meeting. The Select Board has three options to consider: replace the culvert and straighten the road within the Right of Way across from the Smith residence, replace the culvert and move the road, or replace the culvert and do nothing to straighten out the curve. He recommended holding a Public Hearing to gather public input after which the Select Board will vote on an option. Chairman Johnson and Selectman Borek concurred. A notice of the Public Hearing will be published, abutters on Bashan Hollow and Gerrish Roads will be notified and the engineer as well as a representative from the Society for the Protection of New Hampshire Forests will be invited to attend. Susan Roman, representing the Planning Board, advised that the Select Board obtain legal advice on the proposed Right of Way and agreed that speaking with the Society for the Protection of New Hampshire Forests regarding their protective easement is necessary. Administrative Assistant Palmer will follow up with the engineer and schedule a hearing for later in September.
- Administrative Assistant Palmer presented the Select Board with three electric rate options from Unitil, ENH Power and Agera Energy. Following discussion, the Select Board chose to contract with Agera. Selectman Becker moved to enter into a 12 month fixed rate contract with Agera Energy at a rate of \$.083531/kWh. Selectman Borek seconded the motion. All in favor, the motion was approved.

New Business:

- A new resident who purchased a lot on Brookfield Circle wrote a letter to the Select Board asking permission to cut trees in order to access his lot. Nancy and Michael Schofield addressed the Board as they currently live on that road. Ms. Schofield asked who owns the road that was never constructed. In question is whether or not Brookfield Circle is private or a class VI road. The matter will be researched; if the road is private, a letter will be sent to the new resident advising him that the Select Board has no authority over the road, if the road is a class VI road, the issue will be addressed at the next Board meeting.
- A work schedule for the upcoming budget cycle was discussed. Financial Administrator Pinkham will contact department heads and ask that their preliminary budgets be sent to her by October 1st.
- Administrative Assistant Palmer discussed with the Select Board an ongoing bankruptcy case in Town and legal counsel's response to it. The Town's attorney represents the Town's interest by attending every hearing and it is becoming expensive. Because the Town is noticed by the Court when there are updates to the case, she asked if it's necessary for the Attorney to be present at every Hearing. Selectman Becker asked to see what the Town has spent in legal fees to date before determining that the legal response is becoming too costly.

Public Comment:

- Jere Buckley asked about Pond Hill Rd. Chairman Johnson responded that the Select Board is considering several options, one of which is a Moose Plate Grant to pay for an engineering plan to improve drainage.

6:26 PM, Selectman Becker made a motion to adjourn; seconded by Selectman Borek and approved.

*Respectfully Submitted, Leslie M. Palmer*